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DISPATCH		S-E-C-R-E-T		BOOK DISPATCH NO. 1110	
TO Chiefs of Stations and Bases		HEADQUARTERS FILE NO.			
INFO		DATE 10 MAR 1958			
FR [REDACTED] 25X1A		RE: "43-3" - (CHECK "X" ONE)			
SUBJECT Preparation of Cabled Information Reports		<input type="checkbox"/> MARKED FOR INDEXING			
ACTION REQUIRED Implementation as indicated		<input type="checkbox"/> NO INDEXING REQUIRED			
REFERENCE(S) A. Book Dispatch 950, 18 October 1958 B. Book Dispatch 414 Amended, 16 October 1957		<input type="checkbox"/> INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY			
<p>1. In response to references, there has been much improvement in the separation of intelligence from operational matter in cabled reporting. This has encouraged us to take a further step in simplifying, and thus speeding up, the processing of such reports at Headquarters. The procedures detailed in Attachment A, to be implemented upon receipt, supersede those in references.</p> <p>2. As you probably know, Division reports personnel at Headquarters now receive all cabled information reports at their desks and rewrite them into a format known as [REDACTED]. A new mat is then typed which goes to the Cable Secretariat for reproduction and distribution.</p> <p>3. The following method of processing will be used here as soon as the field begins to implement the provisions of this dispatch:</p> <p>a. Incoming information cables will be processed at the Cable Secretariat on two separate reproducible mats, one for non-disseminable data, the other for disseminable information only. The latter will be in the format ([REDACTED]orm) now used for outside dissemination of cabled reports. (See Attachments B and C for illustrations,)</p> <p>b. Internal dissemination of copies from both these mats will take the place of the present initial cable distribution. Reports officers in the Divisions will screen the reports cables and separate those which require Headquarters processing from those which do not. If no editorial processing is required, releasing instructions--including CS number and dissemination--are furnished the Cable Secretariat. The mat is then appropriately amended for distribution to customers outside.</p> <p>c. Only those cables which require rewriting are reprocessed in the division reports office as heretofore.</p> <p>4. You will recognize that this elimination of processing steps will save many hours in getting our most important information to the customers. We hope this will be an important incentive to the stations' reports writers to phrase their material in a manner to permit us to take this processing short-cut. Our emphasis will not be on the beauty and perfection of prose, but on clarity.</p> <p>5. The provisions of this dispatch are part of a concerted organization program to improve the transmission of information from field to customer by reducing the number of processing steps and using high speed communications systems. The program is part of a general effort throughout [REDACTED] in response to the necessities of the missile age. It is incumbent upon us to develop a system which will assure operational security and will function, in phase, with the general [REDACTED] system.</p>					
<p>Attachments: A, B and C</p> <p>[REDACTED]</p>					
FORM 10-57 53 (40)		USE PREVIOUS EDITION REPLACES FORMS 51-28, 51-28A AND 51-29 WHICH ARE OBSOLETE		CLASSIFICATION S-E-C-R-E-T	
		<input type="checkbox"/> CONTINUED		PAGE NO. 1	

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S E C R E T

Attachment A to
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PROCEDURES FOR THE PREPARATION OF CABLED INFORMATION REPORTS

1. All cables transmitting intelligence information will follow the standard format and organization of content as prescribed in the next four paragraphs. The body of the report should conform in general to the same internal criteria which govern pouched reports. While more attention will be paid to brevity in order to keep the cable burden down clarity will not be sacrificed for the sake of brevity. Full identification of persons, organizations and places, when first mentioned, is required. Items are listed in order as they should appear in the cable immediately following the address, station cable number, and divisional or program indicators--e.g., [redacted] Although numbered in this dispatch to facilitate explanation, the items will not be numbered in the actual cable.

2. The item titles shown below in upper case will appear on the cable (see attachment B):

- (1) INTEL - (and divisional or program indicators as appropriate)
- (2) SUPDATA - See Para. 4.
- (3) FILED - Exact time the message was released to the code room expressed in "Z" time.
- (4) REPORT CLASS - Classification of the report when separated from SUPDATA, internal indicators, and communications heading. This entry may be omitted if the classification would not be changed by the deletion of those items.
- (5) Dissemination controls - If dissemination controls are not required, and they should not be applied without good reason, simply omit this entry. Do not use this entry for instructions about passage to foreign services. That information will be shown in the SUPDATA section.
- (6) Station field report number [redacted] This entry is now mandatory. This number will be the one used for identification when reports are disseminated in the field to representatives of ODYOKE agencies.
- (7) Subject country
- (8) SUBJ - The subject of the report. This entry is now mandatory.
- (9) DOI - Date of information.
- (10) PADA - Place and date acquired. Both place (country) and city) and date must always be shown even if the place acquired is the same as the place of origin of the cable.
- (11) APR - Tentative appraisal of content.
- (12) SOURCE - Completely disseminable source description including source evaluation. (Cryptonyms will not be used.)

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Attachment A to
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(13) Text of the report - in numbered paragraphs. Will include field and source comments.

(14) FIELD DISSEM - (Appears as final numbered paragraph of the text.) A complete list of ODYOKE agencies by true name to whom dissemination was made in the field. If dissemination was made orally or restricted to certain persons--e.g., ambassador only--notation to that effect should be made in the SUPDATA section. If no dissemination was made say "NONE."

3. Source and field comments will be inserted in parentheses following the sentence or paragraph to which they refer. Do not insert comments in the middle of a sentence. If the comment refers to the entire report, it may either precede or follow the text, depending on which sequence contributes most to ease of comprehension. Each comment will be clearly identified as either source, field, or foreign liaison service (in which case say, for example, [redacted]). Any comment whose suitability for dissemination is in doubt should be placed in the SUPDATA section of the message.

4. The SUPDATA (Supplementary Data) section of the cable has the sole purpose of providing any additional data which may be necessary to ensure correct understanding and efficient processing of the intelligence information but which are not an integral part of the report. This would be the place, for example, to include (a) source cryptonym, (b) collection requirement numbers, (c) request for evaluation, (d) immediately relevant source information which cannot appropriately be shown in the source description, (e) your knowledge or suspicion that source has given the same information to a foreign intelligence service, (f) clear statement of ownership of the information where involvement of another ODYOKE agency is indicated, (g) references. (h) If cleared by originating station for release to a foreign intelligence service in the field, say, for example, [redacted]. (i) If the nature of the report is such that you can anticipate request for confirmation or follow-up, give a brief statement of your intentions, or, if no further action is contemplated, some explanation such as "source has no further knowledge" or "source is no longer available." While the SUPDATA is placed at the start of the cable to facilitate dissemination it is recognized that in many instances it cannot be properly completed until after the report itself is written. An obvious solution is to leave space between INTEL and REPORT CLASS to be filled in when the report is finished.

5. The list of items specifically mentioned in Para. 4 as suitable for inclusion in the SUPDATA section is not necessarily exhaustive nor, of course, would all of them ever occur in any one cable. The only required entry in the SUPDATA section will be the source cryptonym or, if cryptonym has not been assigned, source's true name if that name appears in the source description or other positive identification--e.g., SOURCE SUBJ [redacted]. Sensitive collection data verging on the operational must be kept out in order to facilitate distribution of cables to [redacted]. Operational information on the circumstances of collection which are essential to the complete understanding of the report should be the subject of a separate cable. This operational cable can be cited in the SUPDATA section--e.g., SEE ALSO OPS CABLE [redacted].

6. An example of an INTEL cable prepared in the proper form and the Headquarters report prepared from it are attached as Attachments B and C, respectively.

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